

**CITY OF ILWACO
ORDINANCE NO. 777**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ESTABLISHING A
PARKS AND RECREATION COMMISSION.**

WHEREAS, the City of Ilwaco wishes to encourage citizen input into the parks and recreation planning process by establishing a Parks and Recreation Commission to study the parks and recreation needs of the citizens of Ilwaco and make recommendations to the City Council concerning those needs.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Ilwaco Municipal Code Chapter 2.30 Adopted. IMC Chapter 2.30, to be entitled "Parks and Recreation Commission" is hereby adopted to read as follows:

CHAPTER 2.30

PARKS AND RECREATION COMMISSION

Sections:

- 2.30.010 Created—Membership.**
- 2.30.020 Appointment of Members—Terms.**
- 2.30.030 Powers.**
- 2.30.040 Organization.**
- 2.30.050 Summary Preparation.**
- 2.30.060 Removal and Vacancies.**

2.30.010 Created—Membership.

There is hereby created a Parks and Recreation Commission consisting of five members, four of which shall be residents of the city of Ilwaco. No member shall serve more than two full consecutive terms on the Parks and Recreation Commission. The City Council shall seek a diverse membership that includes residents from each geographic region of the city.

2.30.020 Appointment of Members—Terms.

A. Members of the newly established five member commission shall be appointed by the mayor and confirmed by the council. Positions 1, 2 and 3 will initially serve a four-year term expiring in 2014, with four-year terms being assigned thereafter, and Positions 4 and 5 will be assigned two-year terms expiring in 2012, with four-year terms being assigned thereafter, in order to create staggered terms for the overall membership.

B. The Parks and Recreation Commission shall serve the City Council as an advisory body with power to recommend policy to the council. The commission shall not take binding action on behalf of the city.

2.30.030 Powers.

The Parks and Recreation Commission of the city shall have the following duties:

A. The commission shall study the recreation needs of the citizens of Ilwaco and make recommendations to the City Council concerning those needs. In that regard the commission shall:

1. Acquaint itself with the recreation needs of the citizens of Ilwaco;
2. Evaluate existing programs, activities and facilities in relation to current and projected recreation needs of Ilwaco residents;
3. Recommend programs and activities to meet the needs of all segments of the population;
4. Strengthen coordination for recreation programs between agencies, including but not limited to coordination with the school districts serving Ilwaco;
5. Encourage and stimulate citizens to become involved in neighborhood and civic activities;
6. Research and recommend the development of newly acquired and undeveloped park properties within the Ilwaco city limits;
7. Consider the needs of plant and animal life during open space and park planning activities;
8. Assist the administration in managing the Black Lake Department of Ecology grants for the eradication of the invasive species; and
9. Assist the administration in managing the Black Lake Fishing Derby.

B. The commission shall periodically have the responsibility of advising and making recommendations to the appropriate staff for the beautification, improvement, management and control of all parks and recreation grounds, facilities, and open space.

C. The commission shall periodically review whether the lands being used for park and recreation purposes are adequate, and shall recommend to the City Council what additional lands and grounds should be acquired and used for park and recreation purposes and long-range capital budget necessary to support the recommendations.

D. The commission shall review, discuss and analyze such products and projects as may be referred to the commission by the City Council.

E. The commission shall, on a regular basis, be available for citizen input concerning any matter that the commission is considering or may consider.

F. The commission shall make recommendations to the City Council and the Planning Commission regarding adoption of or amendments to the Parks, Open Space and Recreation Element of the Comprehensive Plan.

2.30.040 Organization.

A. City staff will be assigned as deemed necessary by the mayor in support of the commission.

B. The mayor may appoint a chair and vice chair from the membership, or choose to allow the commission to elect them from its members. The chair and vice chair terms of office shall be for one year. The appointed or elected vice chair shall preside in the absence of the chair. The chair and vice chair shall be voting members of the commission. The mayor may create and fill other such offices as is determined necessary.

C. At least once each year, the commission shall meet with the council at a joint study session to discuss the commission's work plan for the coming year and other issues of general interest.

D. The commission shall adopt such rules and regulations as are necessary for the conduct of its business, including rules of procedure.

E. A simple majority of commission members shall represent a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

F. The commission shall conduct meetings in accordance with the Open Public Meetings Act, and shall, whenever possible, keep an audio recording and/or written record of its meetings, business transactions, findings and determinations.

G. The commission chair shall provide monthly reports to the City Council.

2.30.050 Summary Preparation.

A. A sufficient record must be kept to furnish evidence that the Parks and Recreation Commission has complied with the rules by which it is governed.

B. Summaries shall show exactly what actions were taken and decisions made at the commission meeting(s). The following is a list of information to be included in the summaries:

1. Date of meeting;
2. Location of meeting;
3. Type of meeting (regular, continued, public hearing, etc.);
4. Time of meeting;
5. Time meeting commenced;
6. Officials/members present*;
7. Officials/members absent or excused*;
8. Topics of business;
9. Actions taken on each business matter;
10. Record of motions;
11. Record of voting;
12. Date and time of next scheduled meeting; and
13. Time of adjournment.

*If a commission member leaves during a meeting, time of departure and time of return should be noted, if applicable. If a commission member arrives after commencement of the meeting, time of arrival should be noted.

C. Standard format. Use of standardized format to create uniformity of summary entries and to save time in composing the record shall be developed by the City Clerk. Composition of the meeting summaries shall require the input of only specifics, such as verbiage of motions made, maker of motions and second, and results of voting. Other statements, discussion, and remarks of individual commissioners and commentators will not be noted in the summaries. Written statements may be submitted to the City Clerk and will be retained in the appropriate meeting file.

D. Summaries of each meeting will be prepared by staff, or designee, approved by the commission, and placed on the council consent agenda for approval.

2.30.060 Removal and vacancies.


The mayor may remove any appointed member of the commission with the approval of the

majority of the City Council. The commission may, by a vote in favor thereof by a majority of its members, recommend to the City Council removal of an appointed member upon such grounds as inefficiency, neglect of duty or malfeasance in office. Three consecutive unexcused absences by any commission member from both regular and special meetings shall constitute grounds for removal. Attendance of a commission member that falls below 80 percent due to unexcused absences during any twelve-month period shall also be grounds for removal. Any commission member may resign at any time by delivering written notice to the City Clerk. Vacancies that occur other than by expiration of term shall be filled for the unexpired term in the manner used for regular appointment to the commission.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section X. Effective Date. This ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 13RH DAY OF DECEMBER, 2010.


Mike Cassinelli, Mayor

ATTEST:


PJ Kezele, Deputy City Clerk

VOTE	Jensen	Chin	Marshall	Greene	Forner	Cassinelli
Ayes	X	X	X	X	X	
Nays						
Abstentions						
Absent						

PUBLISHED: December 22, 2010

EFFECTIVE: December 27, 2010